



## PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

### STAFF COUNSEL III (SPECIALIST)

#### DEPARTMENTAL PROMOTIONAL FOR: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**TESTING IS CONSIDERED CONTINUOUS AS DATES CAN BE SET AT ANY TIME.**

#### POSITIONS EXIST

STATEWIDE

#### WHO SHOULD APPLY

**Competition limited to State Employees only.** Applicants must have a permanent civil service appointment with the Department listed above as of the final file date, in order to take this examination. **(See General Information for exceptions to this requirement.)**

#### CROSS FILE - TWO CLASSES

If you meet the entrance requirements for this class and for Staff Counsel III (Supervisor), which has the same final file date, you may file for both examinations on a single application.

#### HOW TO APPLY

Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

#### APPLICATION DEADLINE

**FINAL FILE DATE: MAY 25, 2006**

Applications (STD 678) must be **POSTMARKED** no later than the final file date. **Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason. Please indicate the examination title on your application. Applications received without an examination title will not be accepted and the application will be returned to the sender.**

#### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

#### REQUIRED IDENTIFICATION

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

#### SALARY RANGE

**\$6902 - \$8517 per month**

#### QUALIFICATION APPRAISAL INTERVIEW

It is anticipated that interviews will be held in **July/August 2006**. Ordinarily, these are scheduled in Sacramento and Los Angeles. However, locations of interviews may be changed as conditions warrant.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**STAFF COUNSEL III (SPECIALIST)**  
**OA82 - 5795**

**FINAL FILE DATE: MAY 25, 2006**  
**EXAM CODE: 6BP7101**

**ELIGIBLE LIST  
INFORMATION**

A departmental promotional eligible list will be established for the California Department of Social Services. Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

**REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION**

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final file date. It is your responsibility to make sure you meet the minimum qualifications. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Experience applicable to one of the below patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward "Pattern II" must include the same number of years of qualifying experience as required in "Pattern I" performing the duties at a level of responsibility equivalent to that described in "Pattern I."

**MINIMUM  
QUALIFICATIONS****Either I**

Two years of experience in the California state service performing legal duties\* at a level of responsibility equivalent to Staff Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

**OR II**

Broad and extensive experience (more than six years) in the practice of law\*.

**In addition, all candidates must have membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)**

\*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

**POSITION  
DESCRIPTION**

The Staff Counsel III (Specialist) performs the most difficult and complex litigation, negotiation, legislative liaison, hearings, legal research, and opinion drafting; responds to difficult legal correspondence; develops strategy and tactics in the most complex disputes or litigation; and may act in a lead capacity over lower level attorney staff.

**EXAMINATION  
INFORMATION**

The examination will consist of a Qualifications Appraisal Interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%****Scope:****A. Knowledge of:**

1. Legal principles and their application.
2. Legal research methods.
3. Court procedures.
4. Rules of evidence and procedure.
5. Administrative law and the conduct of proceedings before administrative bodies.
6. Legal terms and forms in common use.
7. Statutory and case law literature and authorities.
8. Provisions of laws and Government Code sections administered or enforced.

**B. Ability to:**

1. Analyze complex and difficult legal principles and precedents and apply them to difficult and complex legal and administrative problems.
2. Perform exceptionally difficult and complex legal research.
3. Prepare and present statements of fact, law, and argument clearly and logically.

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**EXAMINATION  
INFORMATION  
(continued)****B. Ability to (continued):**

4. Draft complex and difficult opinions, pleadings, rulings, regulations and legislation.
5. Negotiate effectively, and conduct crucial litigation.
6. Work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others.
7. Work effectively under pressure.

**VETERANS  
PREFERENCE**

Veterans preference credit is not granted in promotional examinations.

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**GENERAL INFORMATION**

**Americans with Disabilities Act, Title II:** The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

**It is the candidate's responsibility** to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the bulletin.

**If you meet the requirements** stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in this examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The California Department of Social Services and the State Personnel Board** reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

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## GENERAL INFORMATION (CONTINUED)

**Mock Oral Interviews:** Questions regarding availability of mock oral interviews for this promotional examination should be directed to the California Department of Social Services, Equal Employment Opportunity (EEO) Office at (916) 657-2326, CALNET 437-2326. Candidates must contact the EEO Office within 21 days of the final filing date for this examination to discuss the availability of mock interviews.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Criminal Record Clearance Information:** Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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## CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

P. O. BOX 944243

SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929  
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457 CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.